

Invitation for Proposals (issued by UNFPA)

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of activities under the Humanitarian Program, across Pakistan. The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Pakistan to support achievement of results outlined in the CPD - 2023-2027 or section 1.3 below.

Organizations that wish to participate in this Invitation for Proposals are requested to send their submission through email on: rfp@unfpa.org.pk clearly marked “**NGO Invitation for Proposals-Humanitarian Action**”

By 3rd May, 2023.

Proposals received after the date and time will not be accepted for consideration.

Applications must be submitted in **English.**

Any requests for **additional information or queries** must be addressed in writing latest by **28th April 2023** at the latest to zakria@unfpa.org @unfpa.org. UNFPA will post responses to queries or clarification requests by any NGO applicants who submitted, on UNFPA Pakistan: rfp@unfpa.org.pk before the deadline for submission of applications.

UNFPA shall notify applying organizations whether it is considered for further action.

Please see [Working with UNFPA: Key information for UNFPA Implementing Partners on completing the Protection from Sexual Exploitation and Abuse \(PSEA\) Assessment.](#)

For access related documents please go to <https://pakistan.unfpa.org/en>

1. Pakistan CPD 2023-2027
2. UNFPA strategic plan 2022-2025

Section 1: Background

1.1 UNFPA mandate	UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled.
1.2 UNFPA Programme of Assistance in Pakistan	Pakistan is highly prone to natural disasters, including droughts, floods and earthquakes, being in one of the world’s most active seismic zones. The country ranks fifth among the most adversely affected countries on the 2020 Global Long-Term Climate Risk Index, with the impacts of climate change exacerbated by urbanization and the protracted COVID-19 pandemic.

Pakistan has the largest refugee population globally, hosting 3 million registered and undocumented Afghan refugees and nationals.

Further, Pakistan's geography is highly vulnerable to climate change consequences, making it one of the most high-risk countries with regard to natural calamities such as droughts, earthquakes and floods. The recent 2022 Flood emergency is one example of a devastating impact it left in the affected community. The damage to health facilities resulted in disruption to essential health services, limiting women and girls' access to and availability of life saving reproductive health services. Further, the situation of crisis exacerbated the risk of gender-based violence, exploitation including negative coping mechanism such as child marriage.

In the 9th Country Programme (2018-2022), UNFPA worked collaboratively with other humanitarian partners including the government to ensure capacity building for the Minimum Initial Service Package (MISP) development of required Standard Operating Procedures (SOPs), tools and guidelines for appropriate SRH and GBV response services. In the 2022 flood emergency, an integrated SRH/GBV model was also developed and implemented to enable timely lifesaving SRH and GBV mitigation and response to the women and girls and vulnerable populations in need. One of the key learnings from the crisis situation was an absence of preparedness actions and inadequate institutional and human resource capacity in the ground. Moreover, the unpredictable and reoccurring nature of humanitarian emergencies has placed a huge burden on the institutional capacity to respond to protracted crisis situations.

In this context, the acceleration of the three transformative results cannot be realized without prioritizing preparedness, resilience building alongside the provision of life-saving interventions, focusing on humanitarian development nexus. Hence, the vision of the new country programme (CPD 2023-2027) has prioritized resilience building, through strengthening institutional, community and individual capacities to prepare for and respond to natural disasters and pandemics, to address the challenges of climate change.

UNFPA, is strategically positioned in the country's development landscape, recognized for leadership and coordination roles in gender-based violence prevention and response, data for development and sexual and reproductive health and reproductive rights. In addition, UNFPA convenes the Sexual Reproductive Health and Gender Based Violence sub-working group in the situation of emergency and also Co-chairs the inter-agency Protection against Sexual Exploitation and Abuse (PSEA) network.

Further information on the programme can be found at

	<p>http://unfpa.org/pakistan</p> <p>Building resilience for SRH; Learning from the current experiences. https://www.womensrefugeecommission.org/research-resources/disaster-building-resilience-srh/</p> <p>https://www.unfpa.org/resources/minimum-initial-service-package-misp-srh-crisis-situations</p>
1.3 Specific results	<p>Within the framework of the 10th CPD (2023-2027), UNFPA aims to strengthen the national and sub-national capacities in resilience programming, emergency preparedness, and response to ensure access to life-saving interventions in humanitarian situations, including sexual and reproductive health services and gender-based violence response. The priorities under this country programme document will be focusing on</p> <ul style="list-style-type: none"> • National and subnational resilience-building strategic frameworks and costed implementation plans developed, focusing on sexual and reproductive health and gender-based violence prevention and response with particular attention to the most vulnerable groups. • National and subnational contingency plans are developed that integrate the Minimum Initial Service Package for sexual and reproductive health in crises. • Institutionalization of the Minimum Initial Service Package for Sexual and Reproductive Health in crisis situations. • Strengthening sexual and reproductive health supply chain management as part and parcel of humanitarian preparedness and response. • Research and knowledge products on the impact of climate change on SRH and GBV in Pakistan.

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ul style="list-style-type: none"> • Copy of provisions of legal status of the NGO in Pakistan <i>Required to be eligible for review</i> • Copy of provisions of legal status of the NGO in Pakistan (for INGOs) • Attachment I – NGO Profile and Programme Proposal • Latest annual report and audit report as separate documents or hyperlink to the documents 	
2.2 Indicative timelines	Invitation for Proposal issue date	April 11, 2023
	Deadline for submissions of proposals	3 rd May, 2023

Deadline for requests of additional information/ clarifications	April 28 th , 2023
Review of NGO submissions	June 21, 2023
Notification of results communicated to NGO	July 15, 2023

Section 3: Process and timelines

3.1 Review & evaluation of NGO submissions	<p>Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results <i>using criteria outlined in section 3.2 below</i>.</p> <p>It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply.</p>						
3.2 Selection criteria	<p>Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service, including the ability to apply innovative strategies to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Pakistan office will review the evidence provided by the NGO submission and evaluate applications based on the following criteria:</p> <p>NB: Any proposal not submitted in a specified working language will be excluded from consideration.</p> <table border="1" data-bbox="402 1129 1399 1535"> <tr> <td data-bbox="402 1129 618 1203">Governance & Leadership</td> <td data-bbox="634 1129 1399 1314"> <ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints, or service delivery issues. </td> </tr> <tr> <td data-bbox="402 1318 618 1392">Human Resource</td> <td data-bbox="634 1318 1399 1535"> <ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. </td> </tr> </table> <table border="1" data-bbox="402 1539 1399 1860"> <tr> <td data-bbox="402 1539 618 1612">Comparative Advantage</td> <td data-bbox="634 1539 1399 1860"> <ul style="list-style-type: none"> • The organization's mission and/or strategic plan focuses on at least one of the UNFPA's programme areas. • The organization has experience in the country or field and enjoys prominence in areas related to UNFPA's mandate. • The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. </td> </tr> </table>	Governance & Leadership	<ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization's structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints, or service delivery issues. 	Human Resource	<ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. 	Comparative Advantage	<ul style="list-style-type: none"> • The organization's mission and/or strategic plan focuses on at least one of the UNFPA's programme areas. • The organization has experience in the country or field and enjoys prominence in areas related to UNFPA's mandate. • The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners.
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		<ul style="list-style-type: none"> The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas.
	Monitoring	<ul style="list-style-type: none"> The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data
	Partnerships	<ul style="list-style-type: none"> The organization has established partnerships with the government and other relevant local, international and private sector entities.
	Environmental Considerations	<ul style="list-style-type: none"> The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing negative impact to the environment.
3.3 Prospective partnership agreement	UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.	

Attachment I: NGO Profile and Programme Proposal (To be completed by NGO submitting proposal)

The purpose of this proposal is to provide the following information: a) overview of the NGO, b) an outline of the activities the NGO is proposing to partner with UNFPA and c) provide UNFPA with sufficient evidence to show it meets the criteria outlined in section 3.2 of the IFP. A separate form should be filled for each programme proposal submitted.

Information provided in this form will be used to inform the review and evaluation of NGO submissions as outlined in the Invitation for Proposals.

Section A. NGO Identification		
A.1 Organization information	Organization name	
	Address	
	Website	
A.2 Contact information	Name	
	Title/Function	
	Telephone	
	Email	
	Are you registered in the United Nations Partner Portal ?	
A.3 Conflict of interest statement	To your knowledge, do any staff members of your organization have personal or financial relationships with any	

	staff of UNFPA, or any other conflicts of interest with this programme or UNFPA? If so, please explain.	
A.4. Fraud statement	Does your organization have fraud prevention policies and practices in place?	

Section B. Overview of the organization

B.1 Annual budget	Size of annual budget (previous year, USD)	
	Source of funding	<i>Outline funding base, including local, international, and private sector donors</i>
	Main funding partners/ donors	
B.2 Staff capacity	<i>List of number and key functions of core organization staff</i>	
B.3 NGO mandate and background	<i>Outline the organization's mandate and field of work, and how it aligns to UNFPA's mandate.</i>	
B.4 Available expertise and specialists	<i>Outline the distinctive technical capacity of the organization to achieve results in the proposed programmatic area</i>	
B.5 Experience in proposed area of work	<i>Outline of type/scope and key results achieved in proposed programmatic area in recent years, including any recognition received at local/global level for the work in the proposed area. Include a summary experience in the country and prior experience with any organization of the United Nations</i>	
B.6 Knowledge of the local context/ Accessibility to target population	<i>Outline of presence and community relations in the location(s) the activities will be implemented in: include access to vulnerable populations and hard-to-reach areas, if any)</i>	
B.7 Credibility	<i>To what extent is the NGO recognized as credible by the government, and/or other key stakeholders/partners?</i>	
B.8 Monitoring	<i>Outline the systems in place (policies, procedures, guidelines, and other tools) that systematically collect, analyse and use programme monitoring data</i>	

Section C. Proposal overview

C.1 Programme title	
C.2 Results to which the programme contributes	<i>Refer to Section 1.3 of the Invitation for Proposal</i>
C.3 Proposed programme duration	<i>From MM/YYYY to MM/YYYY</i>
C.4 Proposed Programme budget	

Section D. Proposed interventions and activities to achieve intended results	
D.1 Programme Summary	<p><i>This section should provide a brief summary of the programme.</i></p> <p><i>It should include a problem statement, the context and the rationale for the Programme:</i></p> <ul style="list-style-type: none"> ● <i>Overview of the existing problem;</i> ● <i>How the problem is linked to global/regional/national priorities and policies; and</i> ● <i>The relevance of the programme in addressing problem identified</i>
D.2 Organizational background and capacity to implement	<i>This section should briefly explain why the proposing organization has the experience, capacity and commitment to successfully implement the workplan.</i>
D.3 Expected results	<i>“What” this programme will achieve - programme objectives and expected results</i>
D.4 Description of activities and budget	<i>This section includes a detailed description of budgeted activities to be undertaken to produce the expected results. Clear linkages between activities and results must be indicated. The applicant should include a separate excel spreadsheet with full details of activities and associated budget.</i>
D.5 Gender, Equity and Sustainability (optional)	<i>Explain briefly the practical measures taken in the programme to address gender, equity and sustainability considerations</i>
D.6 Environmental impact	<i>Outline the likely environmental impact of the programme, if any.</i>
D.7 Other partners involved	<i>This section outlines other partners who have a role in programme implementation, including potential sub-contractees and other organization providing technical and financial support for the programme</i>
D.8 NGO contribution	<i>This section briefly outlines the partner specific contribution to the programme (monetary or in-kind)</i>

D.9 Additional documentation	<i>Additional documentation can be mentioned here for reference</i>
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Section E. Programme Risks and Monitoring	
E.1 Risks	<i>Identify major risk factors that could result in the proposed activities not being successfully implemented and any key assumptions on which the proposed intervention is based. Include any actions the organization will undertake to address/reduce identified risk(s).</i>
E.2 Monitoring	<i>This section briefly outlines the monitoring activities</i>

Section F. References	
Please provide 3 references to support your proposal. Include name, title, contact information and brief summary of relationship.	
Reference 1:	
Reference 2:	
Reference 3:	

Section G. Preventing Sexual Exploitation and Abuse (PSEA) Capacity Assessment	
Please note, the results of this assessment may be shared with other United Nations entities	
G.0 Preliminary Screening	<p>Does the organization have direct contact with beneficiaries? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your response is no, stop here and do not complete this section. However, please note if your organization begins working with beneficiaries at a later date, UNFPA will require your organization to fill out a self-assessment.</p> <p>If yes, please continue.</p> <hr/> <p>Has the organization's PSEA capacity been assessed by a UN entity in the last 5 years? Yes <input type="checkbox"/> <i>If yes, share the assessment rating and supporting documentation with UNFPA and do not complete this section.</i> No <input type="checkbox"/> <i>If no, complete G.1 through G.8</i></p>
G.1 Policy Requirement	<p><i>Please provide supporting documentation for any fields marked "Yes".</i></p> <p>Your organization has a policy document on PSEA. At a minimum, this document should include a written undertaking that the partner accepts the standards of conduct listed in section 3 of the ST/SGB/2003/13. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Code of Conduct (internal or interagency) <input type="checkbox"/> PSEA policy

	<input type="checkbox"/> Documentation of standard procedures for all personnel to receive/sign PSEA policy <input type="checkbox"/> Other (please specify):
G.2 Subcontracting	<p>Your organization’s contracts and partnership agreements include a standard clause requiring sub-contractors to adopt policies that prohibit SEA and to take measures to prevent and respond to SEA.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> *N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <input type="checkbox"/> Contracts/partnership agreements for sub-contractors <input type="checkbox"/> Other (please specify): <p><i>* Please Note: If the partner notes that it does not have subcontractors in the self-assessment this core standard is not applicable and UNFPA will assess this core standard as N/A. However, if this situation changes and the same partner subsequently subcontracts activities to another entity, this would warrant a re-assessment.</i></p>
G.3 Recruitment	<p>Your organization has a systematic vetting procedure in place for job candidates through proper screening. This must include, at minimum, reference checks for sexual misconduct and a self-declaration by the job candidate, confirming that they have never been subject to sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, or left employment pending investigation and refused to cooperate in such an investigation.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <input type="checkbox"/> Reference check template including check for sexual misconduct (including reference from previous employers and self-declaration) <input type="checkbox"/> Recruitment procedures <input type="checkbox"/> Other (please specify):
G.4 Training	<p>Your organization holds mandatory trainings (online or in-person) for all IP employees and associated personnel¹ (herein “personnel”) on PSEA and relevant procedures. The training should, at a minimum include:</p> <ol style="list-style-type: none"> 1) a definition of SEA (that is aligned with the UN's definition); 2) an explanation on prohibition of SEA; and 3) actions that personnel are required to take (i.e. prompt reporting of allegations and referral of victims). <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p>

¹ Associated personnel include sub-contractors, consultants, interns or volunteers and others associated with or working on behalf of the Partner.

	<ul style="list-style-type: none"> <input type="checkbox"/> Training package <input type="checkbox"/> Attendance sheets <input type="checkbox"/> Training certificates <input type="checkbox"/> Other (please specify):
G.5 Reporting	<p>Your organization has mechanisms and procedures for personnel, recipients of assistance and communities, including children, to report SEA allegations that comply with core standards for reporting (i.e. safety, confidentiality, transparency, accessibility).</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal Complaints and Feedback Mechanism <input type="checkbox"/> Participation in joint reporting mechanisms <input type="checkbox"/> Communication materials <input type="checkbox"/> PSEA awareness-raising plan <input type="checkbox"/> Description of reporting mechanism <input type="checkbox"/> Whistle-blower policy <input type="checkbox"/> Other (please specify):
G.6 Assistance	<p>Your organization has a system to refer SEA victims to locally available support services, based on their needs and consent. This can include actively contributing to in-country PSEA networks and/or GBV systems (where applicable) and/or referral pathways at an inter-agency level.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Internal or Interagency referral pathway <input type="checkbox"/> List of Available service providers <input type="checkbox"/> Description of referral or Standard Operation Procedure (SOP) <input type="checkbox"/> Referral form for survivors of GBV/SEA <input type="checkbox"/> Guidelines on victim assistance and/or training on GBV and GBV case management principles <input type="checkbox"/> Other (please specify):
G.7 Investigations	<p>Your organization has a process for investigation of allegations of SEA and can provide evidence. This may include a referral system for investigations where in-house capacity does not exist.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written process for review of SEA allegations <input type="checkbox"/> Dedicated resources for investigation(s) and/or commitment of partner for support <input type="checkbox"/> PSEA investigation policy/procedures <input type="checkbox"/> Contract with professional investigative service <input type="checkbox"/> Other (please specify):

G.8 Corrective Measures	<p>Your organization has taken appropriate corrective action in response to SEA allegations, if any.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Supporting documentation may include:</p> <ul style="list-style-type: none"><input type="checkbox"/> Evidence of implementation of corrective measures identified by the UN partner entity, including capacity strengthening of staff.<input type="checkbox"/> Specific measures to identify and reduce risks of SEA in programme delivery.<input type="checkbox"/> Other ((please specify):
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